

NEGOTIATED BID
ATTACHMENT
SCOPE OF WORK

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1.0. Overview

The purpose of this bid is to procure office furniture for Department of Child Services (DCS) offices by creating a Quantity Purchase Agreement (QPA) that the agency can use when the need arises to purchase new office furniture. The award(s) of this solicitation will result in a 2 year contract with the awarded vendor(s). While the state cannot guarantee spending at the levels listed on the bidlist, an estimated volume for the purchases over the life of the contract are listed in the bidList spreadsheet file that will be used for cost evaluation. The State reserves the right to award by line item, category, or entire bid, whatever is in the best interest of the State.

In addition to the items listed on the pricing sheet, DCS is also requiring that respondents submit a percent off list for any items that may not be specified in the bid, but might need to be purchased in the future (ex: higher panels, metal panels, varying table sizes). Please enter this percentage into the space provided in the BidList spreadsheet file.

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2.0. Bid Criteria

- In order for your bid to be considered, you must provide pictures of each item that you are bidding labeled to correspond with the pricing sheet, along with the manufacturer's name, model name, and dimensions of each item you are bidding; each chair must have at least 10 available fabrics, except for chair C.
- The state has the right to award by section, line item, or entire bid; whichever is in the best interest of the state.
- Any items that are labeled with the same letter such as Chair A, and A1, must be the same chair with different features.
- Installation, freight, and inside delivery must be included in each line item.
- In the event that items are missed in the specifications or drawings, it is the responsibility of the vendor to include in their bid pricing any additional pieces or parts that may be needed to complete the systems furniture line.
- All storage must have a smooth paint finish.
- In addition to the items listed on the pricing sheet, DCS is also requiring that vendors submit a percent off list for any items that may not be specified in the bid, but might need to be purchased in the future (ex: higher panels, metal panels, varying table sizes). Space is provided in the BidList spreadsheet file.
- 3D drawings must accompany your bid.
- Internal Components must be the same line as the panel system you are bidding.
- You must provide a detailed list of all items included in your systems bid.
- System Furniture must have off-modularity capabilities.
- Metal tiles must be an option for panels.
- Full tackable fabric means both sides of the panel; this includes typicals that are up against walls.
- Systems must allow for 90 and 120 degree planning.
- Systems must have a 3" thick panel.

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3.0. Required Documents

The following completed documents/attachments must be included with your submission:

- A signed transmittal letter that states acceptance of all terms and conditions contained within the bid documents, including an explicit acknowledgement of the points outlined in the bid criteria. Please identify the primary point of contact and include his/her e-mail address in this letter as well.
- BidPackage
- BidList
- Attachment A – M/W/VBE Subcontractor Commitment Form
- Attachment C – Indiana Economic Impact Form
- Pictures and specifications corresponding to items in the BidList
- 3D drawings of typicals